

Indiana Department of Transportation
RFP No. 06-05
5-17-06 Posting Date
Request for Proposals Notification
Response Due Date: 6-20-06 (noon EDT)

Summary of Items Included

CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT

1. [I-69 Traffic and Revenue Consultant](#)

Consultant Meetings and Communication Policy

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

During the time period between advertisement and the announcement of final consultant selections for the RFP Selection Process, the Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities and technical or scope of services questions specific to services included.

Questions regarding the Letter of Interest (LoI) format or requirements are also permissible and are to be directed to Ms. Debby Thomas at TRCRFP@indot.state.in.us. Questions must be in writing and answers will be provided to all proposers through posting on the [Department's Website](#). Note that the deadline for submittal of questions is May 26, 2006 at noon, e.d.t.

Consultant Conflicts of Interest

Firms submitting responses to this RFP are subject to applicable state and federal laws pertaining to organizational and other conflicts of interest. INDOT is also in the process of developing its own conflict of interest policy and the firm that is awarded this contract may be subject to such policy. The firm that is awarded this contract, its subcontractors and affiliates, shall also not be eligible to participate on a proposer team in connection with the Project.

Letter of Interest Submittal Instructions

Firms interested in being considered for selection should respond by sending **six (6) hard copies**

and six (6) electronic copies of a Letter of Interest (LoI) in pdf format on CD's to:

Mr. Joseph Gustin
Deputy Commissioner, Public Private Partnerships
100 North Senate Avenue, Room N 758
Indianapolis, Indiana 46204-2249

All Letters of Interest must be received no later than Noon, eastern daylight-savings time, on June 20, 2006, to be considered. When completed, selections will be announced through the [Department's Website](#). INDOT will not be responsible for delays due to equipment malfunctions or delivery problems.

Prequalification Requirements

To be eligible for selection consideration, prime consultants and sub-consultants must have submitted a complete and acceptable prequalification package to the Prequalification Engineer no later than July 6, 2006. Prequalification requirements and the list of previously approved eligible firms and their approved categories may be found at [Department's Website](#). Selected firms will have to be found fully certifiable as prequalified both technically and financially to be able to enter into a contract for services. Submitting consultants that are not already prequalified are encouraged to submit prequalification packages as early as possible to afford opportunity for INDOT to review the package prior to the submittal deadline. A prime consultant need not be prequalified itself for each discipline listed in the prequalification requirements paragraph below provided that at least one subconsultant be prequalified in each discipline and provided further that the LoI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified.

Selection Procedures

The Department will directly select a consultant team for this item following a two step selection process. The first step of the process will be submittal and scoring of LoIs, including Technical Approaches, to identify a short-list of no more than four teams. The second step will include interviews of the short-listed firms. The anticipated schedule of selection activities and requirements for submittal of the LoI and interviews are as described below:

DATE	ACTIVITY
May 17, 2006	Issue/Post RFP
May 26, 2006 (noon edt)	Last Date for Proposer Questions
June 2, 2006	Issue Q&A
June 20, 2006 (noon edt)	Letter of Interest Due Date
June 20-30, 2006	Evaluation
June 30, 2006	Shortlisting
July 6-7, 2006	Interviews

July 11, 2006	Selection
Mid-July-Early August 2006	Negotiations of Contract/Scope/Budget
Early-Mid August 2006	Execute Contract

INDOT reserves the right to modify this schedule in its discretion at any time with or without notice.

Step 1

Letters of Interest will be scored independently by a 3 to 5 member evaluation committee using the form included as "Exhibit A". Individual score totals will be tabulated and added together for each submitting team and the top ranked teams (up to 4) with the highest positive scores will be short-listed to participate in Step 2.

Step 2

Short-listed teams will be again evaluated independently by the 3 to 5 member evaluation committee using the same form, included as "Exhibit A", based on the additional information conveyed by the interview. Individual score totals will again be tabulated for each evaluator and added together for each short-listed team and the scoring documentation will be forwarded to the Central Office Selection Recommendation Approval Committee for capacity and procedure compliance review. Findings and recommendations will then be forwarded to the INDOT Commissioner for acceptance or rejection of the selection.

Letter of Interest Format Requirements

1. Provide the information requested with a transmittal letter signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable.
2. LoIs shall be limited to thirty (30) 8½" x 11" single-sided pages for the purpose of identification and presentation of qualifications, previous experience and key staff, Technical Approach, and one (1) page for an Affirmative Action Certification. The total limit is thirty-one (31) pages. All pages including the transmittal letter count toward the limit.
3. Please adhere to the following requirements in preparing and binding hardcopy letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides of all text pages. All text shall be black type to facilitate machine copying. Fonts smaller than 12 pt. may be used for figure and photo captions and for graphics including organization charts so long as they are readable.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" bond paper only, no glossy paper.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

Letter of Interest Content Requirements

1. Provide a signed transmittal letter stating, in part, the name, address of the primary responsible office from which the work will be performed and email address of the contact person authorized to negotiate for the associated work. LoIs from teams with one or more subconsultants are permitted.
2. List all proposed subconsultants and the percentage of work to be performed by the prime consultant and each subconsultant.
3. Address the experience of the prime consultant and any subconsultant on similar projects. For each named project, include client references with contact information and describe the consultant's specific role on such project and the amount of its contract.
4. List the Project Manager (who may not be replaced during the selection, award, or contract period without penalty and INDOT's written approval of the proposed replacement project manager), deputy project manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the Project Manager, deputy project manager and key staff members on similar projects, and the staff qualifications relative to the required item qualifications. Include client references with contact information.

Verify in the form of a statement that the proposed team individuals are currently employed by either the prime consultant or subconsultant and are available to perform the services required under this RFP.

5. Provide an organization chart containing the names, addresses, telephone and fax numbers of the prime consultant and any subconsultant proposed for the team and their contract responsibilities by work category.
6. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff. Include a statement of the obligated time commitments (percentage) as of June 1, 2006 and those proposed in all other outstanding solicitations for the project manager, deputy manager, and key task leaders.

Requirements for Technical Approach Document (To Be Included in LOI.)

1. Provide a description of your approach to the project, understanding of the project, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.
2. Describe how the proposer team will effectively and efficiently communicate and coordinate with INDOT project staff and work as a team with INDOT staff, financial advisors and legal advisors. Describe the methods and approaches that the proposer team have developed and implemented that have been successful in fostering good, integrated project teams.
3. Identify the key factors and ingredients of success for traffic and revenue assessments in a public-private partnership project (with specific reference to the Project where possible) and how the traffic and revenue consultant can support, facilitate and foster such success. Briefly outline a recommended set of studies and approaches that INDOT should consider in connection with traffic and revenue analyses for the Project.
4. Address what information and guidance the traffic and revenue consultant will require to provide the requisite reports. Identify generally what items are significant critical path items.
5. An action plan outlining the proposer's approach to planning, staffing, scheduling and implementation of work. The action plan must be accompanied by an assessment of resources needed to complete the work and a commitment to providing the necessary resources. In particular, address how the proposer will meet the tight time frame for traffic and revenue work on this Project and how the proposer will effectively and efficiently address multiple Project segment scenarios and tolling approaches in its analysis.

Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoIs.

Selection Rating for RFP- No. 06-05, Item No. 1

Consultant Name:

Services Description:

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	Outstanding Agreement Disputes.				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	Historical Performance.				
	Timeliness score from performance database.			15	
	Quality/Budget score on similar work from performance database.			15	
	Quality/Budget score on all INDOT work from performance database.			10	
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value to INDOT.	1		15	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources & Equipment that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	0
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager, Deputy Project Manager & Key Staff	Rating of predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2		10	0
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	Understanding and Innovation that gives INDOT cost and/or time savings.				
	High level of understanding and viable inovative ideas proposed.	2		10	0
	High level of understanding and/or viable inovative ideas proposed.	1			
	Basic understanding of the Project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff to office relative to project.				
	Within 50 mi.	1		5	0
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
				Weighted Total	0

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____

Title: _____

Date: _____

*Historical performance ratings will not be directly inputted from the database for this particular advertisement due to the fact that the current data is not directly compatible with new process. This applies to the Past Performance category and to the historical performance part of the Project

Manager category. Instead, ratings will be assigned between 2 and -3 based on review of available performance data, the professional experience of the individuals doing the scoring and based on feedback available from any known references. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.

*Location factor rating to be based on existing prime consultant office relative to Indianapolis.

CENTRAL OFFICE – DIVISION OF TOLL OPERATIONS

Item No. 1. I-69 Traffic and Revenue Consultant

Estimated I-69 Corridor Construction Cost: \$2 billion

Agreement Type: Cost Plus Fixed Fee or other Approach Permitted By Applicable Law

BACKGROUND

INDOT currently has a team of consultants developing the Project NEPA documentation, including preparing an Engineer's Report and preliminary engineering details for the Project consistent with NEPA analysis. This team consists of a Project Management Consultant (PMC) and six (6) Section Consultants (i.e., six Environmental and Engineering Assessment Consultants).

General information about the Project and the NEPA work, including the individual Section office locations and contact information for each office can be obtained at the Project website at: <http://www.i69indyevn.org/> or <http://www.deis.i69indyevn.org/>.

The current estimated time for completion of the NEPA work being developed by the six Section Consultants ranges from approximately February 2007 for Section 1 through July 2007 for Sections 5 & 6. The current schedule of work is attached herewith, showing the current Tier 2 Master Milestone Schedule. A separate Tier 2 ROD will be issued for each of the six (6) Sections.

In conjunction with the Tier 2 NEPA analysis, INDOT will prepare a design level aerial survey for use in all design work performed subsequent to the preliminary design. This aerial survey will also be used by the PMC and the Section Consultants to develop preliminary road plan and profile sheets in areas where "waters of the US" and wetlands are impacted such that permits may be obtained prior to selection of the Public-Private Partner. The PMC's scope of work includes the development of environmental mitigation strategies and processing of Project permits, including U.S. Army Corps of Engineers Section 404 Permit and IDEM Section 401 Water Quality Certification.

INDOT currently plans to develop some or all of the Project as a toll facility pursuant to a public-private partnership, whereby the public-private partner would design, build, finance, operate and maintain the Project for a period of years. In return, the public-private partner would be provided a lease of the Project and a right to charge and retain toll revenues, subject to any upfront concession payment or revenue sharing in favor of INDOT.

INDOT currently anticipates commencing the procurement for a public-private partner in summer 2006, with award and financial close occurring early in 2008. It is anticipated that construction of the Project may continue for up to 10 years, though segments/elements of the Project would open up as and when completed. However, depending on the alternative that is selected through the NEPA process or if the NEPA clearance is delayed, this schedule may be altered, the T&R Consultant's scope may be modified or the Project may be modified, reconfigured or not pursued.

Notwithstanding the above general Project timeline, subject to obtaining NEPA clearance, INDOT is considering letting a Design/Build Contract for the first two and one half mile portion of Section 1, including a modified interchange at I-64 and the proposed alignment of I-69, an interchange at SR 68 and the proposed alignment of I-69, and the highway connecting them to just north of the SR 68 & I-69 interchange. Subject to NEPA clearance, the current working schedule for this Design/ Build Contract is also attached herewith. If NEPA clearance is delayed or a “no-build” alternative is selected, this schedule may be altered and the design-build portion described above might be reconfigured or not pursued

The Engineer's Reports being developed by the Section Consultants are expected to define the engineering elements of the Project's preferred alternative in each Section for purposes of NEPA analysis. The Engineer's Report will address the following items, among others:

- Project mainline and crossroad construction limits, lengths, and interface with adjacent Project sections and existing highways;
- Traffic data and traffic capacity (level-of-service, operational) analyses, with specific attention to the proposal;
- Crash data and analysis;
- Applicable engineering standards and guidelines, notably design classifications and related controlling criteria for the Project mainline its auxiliary elements, crossroads and local service roads;
- Typical and special cross-sections;
- Horizontal and vertical alignments;
- Plan view superimposed over aerial photographic base map (recommended printed scale: one inch equals three hundred feet, or other English scales in unique circumstances where more or less resolution is fitting), and, in select cases, over topographic mapping or other underlying image;
- Access plan (i.e., location of interchanges, collector-distributors, grade-separations, crossroad extensions and rerouting, local service roads, route transfers);
- Interchange and interchange configurations;
- Location and layout of rest areas and port-of-entry weigh station if applicable;
- Multimodal elements (e.g., grade separations for railroads and pedestrian/bicyclist paths);
- Preliminary hydraulic data and recommendations regarding location, size, and type for all bridges and small drainage structures (excluding crossings requiring culverts under forty-eight inches in diameter or compatible hydraulic makeup);
- Construction, right-of-way, and design engineering cost estimates, and other, features of engineering economic analysis;
- Preliminary right-of-way limits and impacts (width, area, type, relocations, parcels, etc.);
- Preliminary recommendations for maintenance of traffic during construction;
- Compatibility with other State and local transportation projects and long-range plans;

- Social, economic, and environmental issues (summary of the environmental process); and
- All other relevant civil/transportation engineering issues

The Engineer's Reports will be completed in two phases, an Interim Engineer's Report followed by a final Engineer's Report. The Interim Engineer's Report is anticipated to be issued prior to the Tier 2 DEIS and the final Engineer's Report after the particular preferred alternative has been identified. The contents of the Engineer's Report may be contracted or expanded depending on the level of preliminary design detail that is deemed appropriate for securing a Public-Private Partner.

INDOT is currently in the selection process for an I-69 Technical Procurement Advisor (TPA) and an I-69 Financial Advisor (FA). A legal advisor has already been retained. The TPA will assist in the public-private partner procurement process and preparing the preliminary engineering and early design tasks for I-69. The selected TPA should be announced in early June 2006. The FA will also assist in the public-private partner procurement process and shall prepare financial models for the Project and assess various funding and financial structures. The selected FA should be announced in mid-June. It is anticipated that the FA and TPA will both have material interaction with the traffic and revenue consultant

SCOPE OF SERVICES DESCRIPTION

The Traffic and Revenue Consultant (T & RC) will be a member of the Project team, which includes INDOT representatives, the Technical Procurement Advisor (TPA), the Financial Advisor (FA), the Legal Advisors, etc. The T & RC will coordinate and interact with all team members as required for it to perform the services described below. The scope of services to be performed by the T & RC are itemized below and are intended to generally define work elements, but is not intended to constitute a comprehensive list of all work items to be performed. Except as directed by INDOT, all work shall be undertaken on the assumption that the Project shall use a private equity/concession delivery model.

- Compile and review all available traffic studies/ data. Historical traffic counts, socioeconomic information, former studies and general background information will be collected during this task.
- Review and investigate critical issues relative to available data
- Investigate, update, and acquire traffic data, if requested
- Review travel patterns and trip characteristics within the corridor region
- Execute and prepare limited origin/destination survey and license plate survey data for verification purposes
- Expand and complete origin/destination survey and license plate survey data, if requested
- Evaluate growth potential and estimate local economic development for the region as it relates to the Project corridor and the Project corridor itself
- Obtain completed information on the latest highway improvement programs for the Project and corridor, including state and local transportation plans.

- Review determine the amount of commercial vehicles expressed as a percentage of the AADT and DHV for projections made, both on an entire Project corridor basis and on a per segment basis. Project phasing assumptions will be provided.
- Review the calibration procedures used to develop the traffic count estimates
- Estimate/project traffic and toll revenue for various scenarios, including taking into account travel-time savings, toll rates, value of time, etc. If any aspect of the Project includes managed or express lanes, establish an optimum toll rate to manage demand and optimize revenue. Projections shall assess traffic and revenue for a maximum 75-year period. Estimates will be undertaken on an entire Project corridor basis, on a per-segment basis and, as required, on the basis of inclusion of some, but not all, segments within the Project corridor. Project phasing and configuration assumptions will be provided.
- Document all assumptions made for these revenue estimates
- Prepare a toll rate schedule analysis, as requested, for a maximum 75- year period on an entire Project corridor basis, on a per-segment basis and, as required, on the basis of inclusion of some, but not all, segments within the Project corridor.
- Prepare opening year, design-year, and other requested year average weekday daily traffic and annual equity for a maximum 75- year period, on an entire Project corridor basis, on a per-segment basis and, as required, on the basis of inclusion of some, but not all, segments within the Project corridor. Project phasing and configuration assumptions will be provided.
- Conduct a toll rate sensitivity analysis to determine toll rate structure, price elasticity and the feasibility of increasing toll rates in the future for a maximum 75 year period, on an entire Project corridor basis, on a per-segment basis and, as required, on the basis of inclusion of some, but not all, segments within the Project corridor. If any aspect of the Project includes or may include managed or express lanes, evaluate time-of-day pricing strategies to manage travel demand and optimize toll revenue. Toll rates by direction and time period will be analyzed.
- Econometric variables (such as employment, population, housing, etc.) and demographics will be mapped on a GIS basis in order to correlate trip patterns and trip tables and to verify the travel demand along the Project corridor. Obtain the latest applicable socioeconomic estimates and review the potential local, regional and national developments in the study corridor.
- Performance of operational electronic toll collection equipment, the violation enforcement system, the automatic vehicle classification system, and the central computer processing system shall be accounted for in the toll evaluations/analyses. At this point, INDOT anticipates that the toll facilities will be operated as an all-electronic payment toll road so that no cash collection will be incorporated. INDOT also anticipates that the facilities are to be open to all types of vehicles so capability for automatic vehicle classification needs to be considered. Assessment of a cash collection option may also be required.
- Technical documentation reports will be prepared as requested
- As requested, the above analyses will be brought to investment grade status.

All information used to derive the traffic forecasts must be included in the final submittal. The T & R Consultant will take full responsibility for the traffic forecasts provided and must be

available to answer all future questions pertaining to the forecasts and reports and, as required, to revise and reissue the forecasts and reports.

REQUIRED PREQUALIFICATION CATEGORIES

2.2 Traffic Forecasting; 3.2 Complex or Major Traffic Capacity and Operations Analysis;

Additional Qualifications: Advanced knowledge and analysis of toll road traffic and revenue forecasting, toll rate price elasticity, toll and toll road affects on corridor economic development, probability and statistical methods, and operations for electronic toll collection.

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End of INDOT Web Page for Project Notification